

F No. O-15016/1/2020-Admn.I
Government of India
Ministry of Housing & Urban Affairs

Nirman Bhawan, New Delhi
Dated 12th April, 2021

OFFICE MEMORANDUM

Subject: Preventive measures to be taken by all employees of MoHUA including its Attached and Subordinate offices/PSUs/Autonomous bodies for containment of Covid-19-reg.

In view of rapid spread of COVID-19 cases in Delhi and other areas, all officers and staff of the Ministry including its Attached and Subordinate offices/PSUs/Autonomous bodies must ensure strict compliance of following instructions:

2. "Tika Utsav" is being observed as a war against the CORONA from 11.04.2021 to 14.04.2021. All officers and staff above 45 years of age may get themselves vaccinated preferably during the Tika Utsav so as to effectively contain the spread of COVID-19.
3. One more RT-PCR testing camp is being organised in the Ministry tentatively on 16.04.2021. All the employees including outsourced persons get themselves tested in the camp. The heads of Attached and Subordinate offices/PSUs/Autonomous bodies should also organise RT-PCR testing camps in their organisations.
4. All officers and staff above 45 years of age with co-morbidities are allowed to work from home with the approval of concerned Divisional Head subject to submission of documentary proof.

5. All officers and staff residing in the containment zone are exempted from attending office till the containment zone is de-notified and required to work from home.
6. The employees having symptoms of COVID-19 are required to work from home.
7. The officers and staff working from home should be available on telephone and other electronic means of communication. Non availability/answering the phone/emails will be viewed seriously.
8. Meetings, as far as possible, shall be conducted on video-conferencing.
9. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained in every Section/Division until further orders.
10. Presence of visitors should be curtailed appropriately.
11. All staff/ officers should ensure non-crowding in corridors, canteens, parking etc.
12. Proper cleaning and frequent sanitization of the workplace must be ensured. CPWD should ensure this in respect of the Ministry.
13. All staff/ officers must adhere to COVID-19 appropriate behaviour issued by MHA, MoHF&W and DoP&T from time to time viz. frequent washing of hands, use of sanitizers, wearing of masks, observing social distancing etc. at all times.
14. This issues with the approval of the Competent Authority.

ASi
12.04.21

(A.K. Sinha)

Under Secretary to Govt. of India

To

1. All officers/officials of MoHUA
2. All Attached and Subordinate offices/Autonomous bodies/ PSUs for strict compliance of above instructions